

Secretary

Legal Assistant

Secretary (T) (Fixed Term – Not to exceed 2 years)

Secretary (Fixed Term – Not to exceed 2 years)

Receptionist (Fixed Term – Not to exceed 2 years)

Medical Research Technologist (Fixed Term – Not to exceed 2 years)

Medical Research Scientist

Regional Program Development Specialist

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FSN#2010/53

Secretary

OPEN TO: All interested candidates

POSITION: Secretary, FSN-6; FP-8

OPENING DATE: June 18, 2010

CLOSING DATE: July 1, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its Joint United States Military Advisory Group (Thailand) (JUSMAGTHAI), located Sathorn Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as secretary/office manager for the Security Assistance Directorate, JUSMAGTHAI. Provide administrative assistance to all officers assigned to Security Assistance Directorate (Navy, Army and Air Force Divisions). Duties include logistical support, coordinator link between Security Assistance and the Royal Thai Armed Forces (RTARF) staff for official and protocol matters, monitors office on temporarily duties (TDY) & representational funds, and makes recommendation to Division Director on spending and budget impact updates of the complete cycle (TDY request through travel claim liquidation).

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business or Public Administration, International Development or Social Science; (2) Three years of experience in secretarial and office management; (3) Level IV (Fluent) speaking/ reading/writing in English and Thai; (4) Must be able to translate in both English and Thai; (5) Must be able to deal with various U.S. and Thai organizations to meet mission requirements; (6) Must be strong in office management to include Microsoft Office, standard filing and record keeping skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT, AND CURRENT JOB-RELATED CERTIFICATIONS

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JULY 1, 2010

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FSN#2010/54

Legal Assistant

OPEN TO: All Interested Candidates

POSITION: Legal Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: June 18, 2010

CLOSING DATE: July 1, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4)
Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Legal Assistant in its Transnational Crime Affairs Section (TCAS) located at GPF Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent will draw upon legal training and experience to advise the TCAS Director and Resident Legal Advisor (RLA), as well as visiting American judiciary and other USG officials on points of constitutionality, law and procedure. The incumbent will also assist the TCAS Director in designing, planning, implementing and documenting capacity building education and training programs for Royal Thai Government and other Thai and regional interlocutors, as part of a program intended to bolster and improve the criminal justice system in Thailand.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Law; (2) At least three-year experiences in litigation and dealing with some aspect of criminal justice systems; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must have broad knowledge and strong working knowledge of the workings of the Thai justice system; (5) Knowledge of office computers, Microsoft Office, MS Word, Excel and the Internet.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 1, 2010

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FSN#2010/56 (T)

Secretary (Fixed Term – Not to exceed 2 years)

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-5; FP-9 (Trainee)

OPENING DATE: June 18, 2010

CLOSING DATE: July 1, 2010

WORK HOURS: Full-time; 40 hrs/week

LENGTH OF HIRE: Fixed- Term: Not to exceed 2 years

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Provides assistance to the Chief and staff of the Vaccine & Clinical Research Section, CDC/HIV and participates in the management of the supervisor's program by performing secretarial and administrative support duties which require a good working knowledge of the organization and all program components.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of commercial or technical college (at least two years of full-time post secondary study); (2) At least one year of full-time experience in secretarial and clerical work; (3) Level III (Good Working Knowledge) speaking/reading/writing English and Thai; (4) Must demonstrate proficiency in using computer programs (MS Word, Excel, Outlook, PowerPoint, etc.) and typing various correspondence formats; (5) Must possess excellent communication and interpersonal skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 1, 2010

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FSN#2010/56

Secretary (Fixed Term – Not to exceed 2 years)

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-6; FP-8

OPENING DATE: June 18, 2010

CLOSING DATE: July 1, 2010

WORK HOURS: Full-time; 40 hrs/week

LENGTH OF HIRE: Fixed- Term: Not to exceed 2 years

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Provides assistance to the Chief and staff of the Vaccine & Clinical Research Section, CDC/HIV and participates in the management of the supervisor's program by performing secretarial and administrative support duties which require a good working knowledge of the organization and all program components.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of commercial or technical college (at least two years of full-time post secondary study); (2) At least two years of full-time experience in secretarial and clerical work; (3) Level III (Good Working Knowledge) speaking/reading/writing English and Thai; (4) Must demonstrate proficiency in using computer programs (MS

Word, Excel, Outlook, PowerPoint, etc.) and typing various correspondence formats; **(5)** Must possess excellent communication and interpersonal skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 1, 2010

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FSN#2010/58

Receptionist (Fixed Term – Not to exceed 2 years)

OPEN TO: All Interested Candidates

POSITION: Receptionist, FSN-4; FP-AA

OPENING DATE: June 25, 2010

CLOSING DATE: July 8, 2010

WORK HOURS: Full-time; 40 hrs/week

LENGTH OF HIRE: Fixed- Term: Not to exceed 2 years

SALARY:

Not Ordinarily Resident (NOR): FP-AA
Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the HIV Behavior Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Performs telephone operator duties in an on-site clinic for HIV/AIDS research projects located in a private hospital in central Bangkok. Performs clerical duties; serves as first point of contact for visitors and study subjects to the on-site clinic, provides clerical assistance to clinic manager and provides clerical support to on-site clinic staff.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of commercial or secretary course (two years of full time post secondary study); (2) Two years experiences of general office work; (3) Level III (Good Knowledge) in speaking/ reading/ writing/ understanding English and Thai; (4) Must be familiar with basic software applications i.e. MS Office: Excel, Word, Power Point, Outlook; (5) Must possess a strong oral communication skills and effective team work skills.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 8, 2010

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FSN#2010/59

Medical Research Technologist (Fixed Term – Not to exceed 2 years)

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist, FSN-8; FP-6

OPENING DATE: June 25, 2010

CLOSING DATE: July 8, 2010

WORK HOURS: Full-time; 40 hrs/week

LENGTH OF HIRE: Fixed- Term: Not to exceed 2 years

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serves as a Research Coordinator in the HIV Clinical Research Section, organizing, implementing, coordinating, and supervising activities of various medical studies on HIV/AIDS conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, non-governmental organizations, universities, and/or private industry.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in public health or biomedical science; (2) At least 3 years of experience in medical field or other public health program management, including technical experience with monitoring and evaluation for public health programs; (3) Level IV (Fluent) in speaking/ reading/writing English and Thai. (4) Must have standard knowledge of computer software packages including word processing, spreadsheets, statistical packages, e-mail and graphics;

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 8, 2010

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FSN#2010/61

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: June 25, 2010

CLOSING DATE: July 8, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in the Office of Vector Biology and Control Section, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Serve as a Medical Research Scientist in the Vector Biology and Control Section to initiate and execute field- and laboratory- based research focused on vector-borne diseases. Studies may include but are not limited to epidemiological and spatiotemporal studies of disease transmission, vector biology, vector-pathogen interactions, vector surveillance, vector control, and rapid pathogen detection. The job holder must design studies, attract funding, prepare research protocols, collaborate with an international network of biologists, execute research, analyze study results, and publish findings.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) PhD in Medical Entomology, Micro Biologically or Biologically related field; (2) At least three years of experience in Post-doctoral training or equivalent in Biologically or Biologically related field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Through working knowledge of the principles of genetics, statistics, chemistry, the life sciences and molecular biology; (5) Must be able to execute the scientific method in the form of study designs and proposals; (6) Familiar with public health-related research .

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: JULY 8, 2010

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Employment Opportunities (USAID) Thai Citizens

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below

FSN#2010/60

Regional Program Development Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Regional Program Development Specialist, FSN-11

OPENING DATE: June 25, 2010

CLOSING DATE: July 8, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Regional Program Development Specialist in the U.S. Agency for International Development / Governance and Vulnerable Populations Office (GVP) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides the full range of consultative, advisory, management, analytical, and networking/liaison functions to the Governance and Vulnerable Populations Office Director. The incumbent will provide direct support of program management activities including Burma Border activities for refugees; Trafficking in persons programs; Special programs for war victims and vulnerable children and Tibet integrated development to include Thailand, Burma, China, and Laos.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master Degree in International Development, International Business, Economics, Business Administration, International Finance, Trade or Development; (2) A minimum of five years experience in progressively more responsible project management experience in the fields of democracy, governance and human rights and/or Humanitarian Assistance with at least three years experiences with a U.S. Government agency or other international/local organization or donor; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must demonstrate proficiency in using computer programs (MS Word, Excel, Outlook, PowerPoint, etc.) and typing various correspondence formats; (5) Must demonstrate proficiency in knowledge and experience in development project design, implementation, management and evaluation.

SUBMIT APPLICATION TO:

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Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: JULY 8, 2010

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Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs), and Current Locally Employed (LE) Staff Employees

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. **Note:** Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Interested applicants for the below positions must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

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